

Message

From: Biesecker, Michael [MBiesecker@ap.org]
Sent: 3/9/2018 9:17:42 PM
To: Wilcox, Jahan [wilcox.jahan@epa.gov]
CC: Feldman, Carole [CFeldman@ap.org]; Hewitt, James [hewitt.james@epa.gov]; Press [Press@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]
Subject: RE: Go BIG Media Inc. contract

I was referring to the line in his bio, "Ron was an integral part of four national presidential conventions – both Democratic and Republican." But you may be right on his personal consulting clients, as opposed to the firm's. The firm also has Republican strategists on staff, including Phil Hardy (Labrador and Trump) and Adrian Bakke (Kasich), according to its website.

But, as noted in the OIG report, EPA gave a grant to Northwest Indian Fisheries Commission, which gave a sub grant to Swinomish Indian Tribe, which in turn hired Strategies 360. In contrast, EPA has recently used public money to directly hire two media consulting firms with strong GOP ties (though the first was cancelled amid public scrutiny). AP will include your quote, but will also include that additional context.

From: Wilcox, Jahan <wilcox.jahan@epa.gov>
Sent: Friday, March 09, 2018 3:41 PM
To: Biesecker, Michael <MBiesecker@ap.org>
Cc: Feldman, Carole <CFeldman@ap.org>; Hewitt, James <hewitt.james@epa.gov>; Press <Press@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Re: Go BIG Media Inc. contract

Also what Republican did Ron Douthauer work for? I've spent 30 minutes searching through the FEC reports and have not seen anything yet, but will continue to look.

On Mar 9, 2018, at 3:32 PM, Biesecker, Michael <MBiesecker@ap.org> wrote:

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From: Biesecker, Michael [<mailto:MBiesecker@ap.org>]
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To: Wilcox, Jahan <wilcox.jahan@epa.gov>
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Subject: Go BIG Media Inc. contract

Jahan,

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<image001.jpg>

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media platforms and formats. Founded in 1846, AP today is the largest and most trusted source of independent news and information. On any given day, two thirds of the world's population sees news from AP.

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I understand you were in North Carolina and believe you are somewhat new to EPA.

That said the AP claims they call it both ways: so I am asking did AP report when the news of What's Up Stream first emerged? I cannot find the story - maybe AP did, maybe AP did not - but if AP did not report on What's UpStream when it first emerged, then why does AP find this newsworthy.

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From: Hull, George [Hull.George@epa.gov]
Sent: 7/24/2017 9:03:17 PM
To: McCluney, Lance [McCluney.Lance@epa.gov]; Smoot, Nicole [Smoot.Nicole@epa.gov]; Ellison, Mardiko [Ellison.Mardiko@epa.gov]
CC: Allen, Reginald [Allen.Reginald@epa.gov]
Subject: FW: Sole Source Justification

+ Lance, Nicole and Mardiko. - George

From: Hull, George
Sent: Monday, July 24, 2017 4:55 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Subject: Sole Source Justification

Reggie,

Here is a sole source justification for the Definers Media Clips Service contract. Let me know if this works or you need more. — George

Justification for single source:

In addition to providing regular media monitoring for EPA, this vendor provides a unique “war room” service, which allows EPA to request intensive, customized monitoring of media coverage surrounding a specified event or issue. By providing EPA’s Office of Public Affairs with rapid collection of media coverage, this war room service allows the agency to respond to and correct stories in a critical time window. EPA will also benefit from a second unique service offered by this vendor, as they provide an online, searchable database of the media coverage that they have collected for EPA. This provides EPA with the valuable ability to quickly research past coverage of specific issues to better inform future communications planning. Other leading providers of media monitoring services, such as Bulleting Intelligence and Cision, do not offer comparable “war room” service or a searchable clips database to their clients.

Message

From: Quarles, Michael [Quarles.Michael@epa.gov]
Sent: 7/24/2017 9:01:13 PM
To: Allen, Reginald [Allen.Reginald@epa.gov]; McCluney, Lance [McCluney.Lance@epa.gov]
Subject: RE: Sole Source Justification

Thank you sir.

Have a great day,

Michael G. Quarles
Grants and Contracts Coordinator
Office of Administrative and Executive Services
US Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington, DC 20460
Mail Code 6202A
(202) 343-9970

From: Allen, Reginald
Sent: Monday, July 24, 2017 5:01 PM
To: McCluney, Lance <McCluney.Lance@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>
Subject: FW: Sole Source Justification

FYI

Reginald E. Allen
Director, Administrative and Executive Services
Office of the Administrator
U.S. Environmental Protection Agency
Office 202-564-0444
Direct (b) (6)
Cell (b) (6)

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CC: Gosnell, Jody [Gosnell.Jody@epa.gov]
Subject: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]
Attachments: image2017-07-24-124518.pdf; PR-OA-17-00137.pdf; PR-OA-17-00132.pdf

Good morning Kimberly, Pamela, and Keith/Lottie,

On behalf of my Office of the Administrator (OA) clients, the OA Champions are requesting OAM's approval to process the following two (2) untimely PRs as they are being requested by or in direct support of the Administrator and/or John Showman:

Requisition No.: PR-OA-17-00137 (pending uploading of requisite documents and release in EAS)

Requirement Need: Privacy booth for the Administrator

Need Date: ASAP. No later than 30 calendar days.

Quality Control Review (QCR) Findings: Pending a released PR.

Requisition No.: PR-OA-17-00132 (released in EAS)

Requirement Need: Media Clips Services (former order EP-16-H-000137)

Need Date: July 7, 2017

Quality Control Review (QCR) Findings: Missing a sole source justification and a multiple appropriation form

Additionally, we have received an IAA for the Administrator to travel this Thursday that needs to be processed ASAP, so my staff is moving forward with this action as a priority. Please advise. Thank you and have a great afternoon! ☺

Kind regards,

Rayna D. Brown
Service Center Manager
U.S. Environmental Protection Agency (U.S. EPA)
OAM/HPOD/PCSC
(202) 564.6025 Office



Office of Acquisition Management

Instructions for Preparing the Justification for Interagency Assisted Acquisition

General Instructions

- This justification is required for an interagency assisted acquisition (IAA) when there is a plan to use another agency's contract and/or contracting services to obtain supplies or services from a contractor.
- This justification will ensure that acquisition planning, market research, and analyses are completed that demonstrate sound business decisions have been made before entering into an IAA.
- The project officer preparing this justification is encouraged to work with a contracting officer in the applicable Office of Acquisition Management (OAM) Service Center or Regional Contracting Office to complete this documentation. To find the OAM service center that supports your program office, click on the "Who Buys for Whom Chart" on the internet at: <http://www.epa.gov/oam/whobuys.pdf>. You may also contact EPA's contracting offices as follows:

Procurement Contacts	Phone*
Cincinnati Procurement Operations Division	(513) 487-2026
Headquarters Procurement Operations Division	(202) 564-0798
Superfund/RCRA Procurement Operations Division	(202) 564-4325
Research Triangle Park Procurement Operations Division	(919) 541-3046
Region 1	(617) 918-1055
Region 2	(212) 637-3368
Region 3	(215) 814-2669
Region 4	(404) 562-8370
Region 5	(312) 353-8989 (312) 886-2400
Region 6	(214) 665-6516
Region 7	(913) 551-7739
Region 8	(303) 312-6154
Region 9	(415) 947-3558
Region 10	(913) 551-7739

* Denotes a Division Director or Regional Acquisition Manager Office contact number

Specific Instructions

- The project officer must provide complete responses and explanations to properly document the required analysis and supporting justification.

Part A --- This part must be completed for both Non-economy Act and Economy Act IAAs. Questions 3, 12, 13, 14, and 16 may require coordination with and input from the contracting officer for completion.

- The maximum potential value (MPV) and length of the interagency agreement cannot exceed any statutory, regulatory, or policy based limitations or the Office of Grants and Debarment may require a new justification to be processed and approved.
- In an effort to ensure that small businesses are afforded the maximum practicable opportunity to receive EPA contracting dollars, project officers must consider and explain the extent of small businesses contracting opportunities under the IAA.
- A review of existing EPA contracts and acquisition resources is required to document that a determination was made to ensure that there are no existing EPA contractual vehicles that currently meet the program requirements.
- If the interagency agreement was not in the acquisition forecast submission and is over \$2 million, a contract bundling review is required. The contract bundling policy is listed in Contracts Management Manual, Section 7.2, located on the intranet at: http://oamintra.epa.gov/files/OAM/cmm_0_0.pdf
- Any work through a Federally Funded Research and Development Center (FFRDC) must not otherwise be available from the private sector. A master list of FFRDCs is available on the internet at: <http://www.nsf.gov/statistics/inf06316/>.

Part B --- This part is only required if the IAA is under the Economy Act. All IAAs w/contractor support issued under the Economy Act require a contracting officer's approval.

Part C --- This part must be completed for all IAAs subject to a class determination.

Part D --- This part must be completed for all IAAs.

Justification for Interagency Assisted Acquisition (IAA)

☐ **Non-Economy Act Assisted Acquisition -**

Identify statutory authority _____

Complete Parts A & D

☒ **Economy Act Assisted Acquisition**

Complete Parts A, B & D

☐ **Assisted Acquisition**

Subject to Class Determination

Complete Parts C & D

TO BE COMPLETED BY ALL

Requesting EPA Program Office

(a) Name: Office of the Administrator

(b) Point of Contact: Carol Vogel

(c) Telephone No. 202 554-0426

Servicing Department or Agency

(a) Name: Leonard Luongo

(b) Contract No. TBD

(c) Contract Award Date: TBD

(d) Contract Expiration Date: TBD

Part A. Best Procurement Approach Determination for Assisted Acquisition

1. Briefly describe the supplies or services you are buying. Demonstrate that the use of an interagency assisted acquisition is the best procurement approach. Explain why acquisition assistance from the servicing agency is necessary (e.g., EPA expertise or acquisition resources are not readily available etc. ...)(FAR subpart 17.502-1(a)(1)).

We will be acquiring rural charter service for the Administrator of the US EPA. This agreement will allow the Administrator the flexibility to travel to and from smaller locations.

2. Did the servicing agency confirm that the requirement falls within the scope of the proposed servicing agency's acquisition vehicle? ☒ Yes ☐ No If not, explain:

3. ☒ Statement of Work (SOW) Attached
☐ Performance Work Statement (PWS) Attached

4. Maximum Potential Value (MPV) of the Interagency Agreement
\$200,000

5. Years/Duration of Acquisition
4 years

6. Was the requirement included in the acquisition forecast submission of the requesting program office?
☐ Yes ☒ No If not, explain: New action item must be completed ASAP

7. Describe how small businesses will be afforded opportunities under the assisted acquisition.
DOI maintains contracts with various aircraft vendors. Most of these services are only offered by small business thus putting them at an advantage. EPA will work with DOI to insure DBE are allowed to compete for these opportunities.

8. Contract Bundling

(a) Will the assisted acquisition consolidate two or more requirements?

☐ Yes ☒ No

(b) Did one or more small business perform any portion of the consolidated requirements?

☐ Yes ☒ No

(c) Is the consolidated requirement likely to be unsuitable for award to a small business?

☐ Yes ☒ No

9. If the interagency agreement is with a Federally Funded Research and Development Center (FFRDC), explain the

basis of your determination that the supplies or services are not otherwise available from a private source.

N/A

10. Describe the authority, experience, and expertise of the servicing agency to provide the necessary acquisition assistance to satisfy the agency's schedule, performance and delivery requirements via this procurement approach (FAR subpart 17.502-1(a)(1)(i)).

DOI is the agency with the most knowledge in regards to intercity and rural charter travel. They have assisted the EPA and other agencies in these matters for many years.

11. Does the servicing agency have the ability to comply with EPA's statutes, regulations, policies and use of funds in accordance with appropriation limitations (FAR subpart 17.502-1(a)(1)(iii))? ☒ Yes ☐ No If not, explain:

12. Explain the basis of the satisfaction with the servicing agency's customer service performance (e.g., results achieved or responsiveness) (FAR subpart 17.502-1(a)(1)(i) ...servicing agency's past performance).

DOI has provided consistent and impeccable service over many years assisting agencies with air travel.

13. Identify the amount of the servicing fees.

\$750.00

14. Explain the basis for the determination of cost effectiveness and the fair and reasonableness of servicing fees that fall within the actual or estimated cost (FAR subpart 17.502-1(a)(1)(ii)).

These fees fall far below the usual indirect cost rates other agencies charge.

Part B. Determinations and Findings for Economy Act Assisted Acquisition

1. The use of the Interagency Agreement is in the Best Interest of the Government in Terms of (check all that apply):

- ☒ Satisfying customer requirements ☐ Satisfying delivery schedule
☒ Cost effectiveness ☒ Unavailability of suitable contracts within the EPA
☐ Other (explain):

2. The supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source because (check all that apply and provide supporting documentation):

- ☒ The estimated costs to the EPA for administering a direct EPA contract, including the use of a project officer's time, is greater than the estimated costs of the assisted acquisition even with the fees applied. ☐ The estimated cost of a direct EPA contract is greater than the estimated costs of the assisted acquisition even with the fees applied.
☐ The cost of the proposed work will be performed through a FFRDC which will result in cost savings to the EPA as the work will be performed at a government facility. ☐ Other (explain):

3. Check the box that applies.

- ☒ The acquisition will be appropriately made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar supplies or services.
☐ The servicing agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency.
☐ The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

Part C. Assisted Acquisition Subject to a Class Best Procurement Approach Determination

1. What Class Determination Applies to this Assisted Acquisition

NA

2. Explain How this Acquisition is Within the Scope of the Class Determination

NA

Part D. Approvals

1. Project Officer Certification This documentation is accurate and complete to the best of my knowledge, information and belief.

Carol Vogel
Signature

7/24/2017
Date

2. Senior Resource Official Concurrence

Signature

Date

3. Contracting Officer ☐ Concur ☐ Non-concur

Signature

Date

<h1 style="margin: 0;">REQUISITION</h1>				PROCUREMENT REQUEST NO. PR-OA-17-00132	
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT George Hull/202-564-0790				REQUISITION DATE 07/07/2017	
3. ORIGINATING OFFICE DATA HPOD				2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)					
5. APPROVALS					
APPROVING OFFICIALS (A)		ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING	
				INITIALS (D)	ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Javier Araujo		OA	07/21/2017		
(2) Financial Interface		COTS	07/21/2017		
(3) Mardiko Ellison		OA	07/21/2017		
(4) George Hull		OA	07/21/2017		
				6. CONSIGNEE AND DESTINATION HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460	
				7. DATE(S) REQUIRED	
				8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes," see par. 6 of instructions on next page.)	
9. DESCRIPTION OF ITEMS OR SERVICES					
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT (E)	AMOUNT (F)
0001	Brand Name: N Rec Proc Method: SOLE SOURCE FOB: Destination Period of Performance: 07/07/2017 to 07/07/2018 News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-B-11H-ZZZME8-2504-1711H71040-001 BFY: 17 EFY: 18 Fund: B Budget Org: 11H Program (PRC): ZZZME8 Budget (BOC): 2504 DCN - Line ID: 1711H71040-001 Funded: \$20,000.00				20,000.00
0002	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-B-11-101A46-2504-1711H71040-003 BFY: 17 EFY: 18 Fund: B Budget Org: 11 Program (PRC): 101A46 Budget (BOC): 2504 DCN - Line ID: 1711H71040-003 Continued ...				15,000.00
				TOTAL ESTIMATED COST \$120,000.00	
10. ACCOUNTING DATA See Schedule					

INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

- GENERAL** - Leave upper right hand corner blank. These spaces are for procurement office use. Complete all applicable blanks.
NAME, PHONE NUMBER AND ROUTING SYMBOL
of person to contact concerning this request.
- ITEM 1** - justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.
- ITEM 2** - TYPE OF REQUEST
A. Check "New Request" if this is an initial request.
B. If this is a change to a pending PR, check and enter PR number assigned by procurement office.
C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.
- ITEM 3** - ORIGINATING OFFICE DATA. Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number etc.
- ITEM 4** - ADDITIONAL INFORMATION. Use this space to indicate suggested sources of supply, any applicable security classification, or for other instructions or data.

If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.
- ITEM 5** - APPROVALS.
COL.A_APPROVING OFFICIALS. Enter typed name and title for approving officials as indicated below:

(1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.

(2) - (4) For use as may be required by local instructions.

COL.B_ROUTING SYMBOL. Self-explanatory
COL.C_DATE. Give date of approval.
COL.D AND COL.E_INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are required by approving officials.
- ITEM 6** - CONSIGNEE AND DESTINATION Enter the name of the consignee and address location where requested items are to be delivered or services are to be performed.

If shipments are to be made to more than one destination, enter words "Multiple Destinations" in this block, and attach a list of the consignee address where shipments are to be made.
- ITEM 7** - DATE(S) REQUIRED. Enter the date(s) that re-requested items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written
- ITEM 8** - GOVERNMENT FURNISHED PROPERTY. If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.
- ITEM 9** - DESCRIPTION OF ITEMS OR SERVICES

COL.A__ITEM NO. Enter item numbers in numerical sequence.

COL.B__ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.

If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs.

Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.

Furnish any other instructions, such as inspection and testing requirements

COL.C_QUANTITY. Enter the quantity of each item requested.

COL.D_UNIT. The measure such as "each", or "set"

COL.E_ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like.

If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.

COL.F_ESTIMATED TOTAL COST. Enter the total estimated cost for each item and grand total cost for all items.
- ITEM 10** - ACCOUNTING DATA. Enter the appropriations(s) under which funds have been made available, and any other accounting data required.

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT PRICE (E)	AMOUNT (F)
	Funded: \$15,000.00				
0003	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-B-11-202BD4-2504-1711H71040-004 BFY: 17 EFY: 18 Fund: B Budget Org: 11 Program (PRC): 202BD4 Budget (BOC): 2504 DCN - Line ID: 1711H71040-004 Funded: \$15,000.00				15,000.00
0004	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-B-11-301ME9-2504-1711H71040-005 BFY: 17 EFY: 18 Fund: B Budget Org: 11 Program (PRC): 301ME9 Budget (BOC): 2504 DCN - Line ID: 1711H71040-005 Funded: \$5,000.00				5,000.00
0005	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-B-11-303D99-2504-1711H71040-006 BFY: 17 EFY: 18 Fund: B Budget Org: 11 Program (PRC): 303D99 Budget (BOC): 2504 DCN - Line ID: 1711H71040-006 Funded: \$15,000.00				15,000.00
0006	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-B-11-401CD6-2504-1711H71040-007 BFY: 17 EFY: 18 Fund: B Budget Org: 11 Program (PRC): 401CD6 Budget (BOC): 2504 DCN - Line ID: 1711H71040-007 Funded: \$15,000.00				15,000.00
0007	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-B-11-501E44-2504-1711H71040-008 BFY: 17 EFY: 18 Fund: B Budget Org: 11 Program (PRC): 501E44 Budget (BOC): 2504 DCN - Line ID: 1711H71040-008 Continued ...				12,000.00

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT PRICE (E)	AMOUNT (F)
	Funded: \$12,000.00				
0008	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-B-11-ZZZHF8-2504-1711H71040-009 BFY: 17 EFY: 18 Fund: B Budget Org: 11 Program (PRC): ZZZHF8 Budget (BOC): 2504 DCN - Line ID: 1711H71040-009 Funded: \$5,000.00				5,000.00
0009	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-18-C-11-101FK6XR1-2504-1711H71040-010 BFY: 17 EFY: 18 Fund: C Budget Org: 11 Program (PRC): 101FK6XR1 Budget (BOC): 2504 DCN - Line ID: 1711H71040-010 Funded: \$15,000.00				15,000.00
0010	News analysis and brief service focusing on EPA work and other topics of interest to EPA. Accounting Info: 17-T-11-501E52-2504-1711H71040-002 BFY: 17 Fund: T Budget Org: 11 Program (PRC): 501E52 Budget (BOC): 2504 DCN - Line ID: 1711H71040-002 Funded: \$3,000.00				3,000.00

<h1 style="margin: 0;">REQUISITION</h1>				PROCUREMENT REQUEST NO. PR-OA-17-00137	
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT Nicole Smoot/202-564-0414				REQUISITION DATE 07/24/2017	
3. ORIGINATING OFFICE DATA HPOD				2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)					
5. APPROVALS					
APPROVING OFFICIALS (A)		ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING	
				INITIALS (D)	ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Nicole Smoot		OA	07/24/2017		
(2)					
(3)					
(4)					
				6. CONSIGNEE AND DESTINATION HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460	
				7. DATE(S) REQUIRED 08/24/2017	
				8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes," see par. 6 of instructions on next page.)	
9. DESCRIPTION OF ITEMS OR SERVICES					
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT (E)	AMOUNT (F)
0001	Brand Name: N # of Reqs: 1 Rec Proc Method: COMPETITIVE BFY: 17 EFY: 18 Fund: B Budget Org: 11 Program (PRC): ZZZME8 Budget (BOC): 2504 FOB: Destination EPA is requesting potential bidders to outline a solution to meet the below specifications for a privacy booth. This is a high level priority for the agency to purchase, and have operational.				13,500.00
				TOTAL ESTIMATED COST \$13,500.00	
10. ACCOUNTING DATA Accounting Info : 17-18-B-11-ZZZME8-2504					

INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

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A. Check "New Request" if this is an initial request.
B. If this is a change to a pending PR, check and enter PR number assigned by procurement office.
C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.
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- ITEM 5** - APPROVALS.
COL.A_APPROVING OFFICIALS. Enter typed name and title for approving officials as indicated below:

(1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.

(2) - (4) For use as may be required by local instructions.

COL.B_ROUTING SYMBOL. Self-explanatory
COL.C_DATE. Give date of approval.
COL.D AND COL.E_INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are required by approving officials.
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- ITEM 8** - GOVERNMENT FURNISHED PROPERTY. If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.
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COL.B__ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.

If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs.

Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.

Furnish any other instructions, such as inspection and testing requirements

COL.C_QUANTITY. Enter the quantity of each item requested.

COL.D_UNIT. The measure such as "each", or "set"

COL.E_ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like.

If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.

COL.F_ESTIMATED TOTAL COST. Enter the total estimated cost for each item and grand total cost for all items.
- ITEM 10** - ACCOUNTING DATA. Enter the appropriations(s) under which funds have been made available, and any other accounting data required.

Message

From: Allen, Reginald [Allen.Reginald@epa.gov]
Sent: 7/26/2017 1:15:10 AM
To: Quarles, Michael [Quarles.Michael@epa.gov]
CC: McCluney, Lance [McCluney.Lance@epa.gov]
Subject: Fwd: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]
Attachments: image2017-07-24-124518.pdf; ATT00001.htm; PR-OA-17-00137.pdf; ATT00002.htm; PR-OA-17-00132.pdf; ATT00003.htm

Sorry - Bugging you already - anything we need to do on the booth - do they need anything else from us?

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Personal Phone / Ex. 6

Begin forwarded message:

From: "Brown, Rayna" <brown.rayna@epa.gov>
To: "Patrick, Kimberly" <Patrick.Kimberly@epa.gov>, "Legare, Pamela" <Legare.Pamela@epa.gov>, "Stewart, Keith" <Stewart.Keith@epa.gov>, "Plater, Lottie" <Plater.Lottie@epa.gov>, "Allen, Reginald" <Allen.Reginald@epa.gov>, "Quarles, Michael" <Quarles.Michael@epa.gov>, "McCluney, Lance" <McCluney.Lance@epa.gov>
Cc: "Gosnell, Jody" <Gosnell.Jody@epa.gov>
Subject: OA is Requesting Emergency Consideration to Process Two (2) Requisitions [PR-OA-17-00137 and PR-OA-17-00132]

Good morning Kimberly, Pamela, and Keith/Lottie,

On behalf of my Office of the Administrator (OA) clients, the OA Champions are requesting OAM's approval to process the following two (2) untimely PRs as they are being requested by or in direct support of the Administrator and/or John Showman:

Requisition No.: PR-OA-17-00137 (pending uploading of requisite documents and release in EAS)

Requirement Need: Privacy booth for the Administrator

Need Date: ASAP. No later than 30 calendar days.

Quality Control Review (QCR) Findings: Pending a released PR.

Requisition No.: PR-OA-17-00132 (released in EAS)

Requirement Need: Media Clips Services (former order EP-16-H-000137)

Need Date: July 7, 2017

Quality Control Review (QCR) Findings: Missing a sole source justification and a multiple appropriation form

Additionally, we have received an IAA for the Administrator to travel this Thursday that needs to be processed ASAP, so my staff is moving forward with this action as a priority. Please advise. Thank you and have a great afternoon! ☺

Kind regards,

Rayna D. Brown
Service Center Manager
U.S. Environmental Protection Agency (U.S. EPA)
OAM/HPOD/PCSC
(202) 564.6025 Office

Message

From: Hull, George [Hull.George@epa.gov]
Sent: 8/14/2017 8:43:18 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Wilcox, Jahan [wilcox.jahan@epa.gov]
CC: Bowman, Liz [Bowman.Liz@epa.gov]
Subject: RE: Update on Definers

Here is an update from my end. Julia Valentine and I continued to work with the contracts officers on moving this forward last week. Contracts had raised several questions we resolved. Definers will need to be on a list of approved contractors for EPA to award the contract. I'm working with them to get them the information on how to get on that list. I'm also working with contracts to address any questions contracts has about the sole source justification for this contract. I will keep you updated as we move forward. - George

From: Grantham, Nancy
Sent: Friday, August 11, 2017 4:10 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Hull, George <Hull.George@epa.gov>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Update on Definers

I have been told by contracts that this is slated to be awarded on September 19 – will check in with George on Monday regarding a remaining issue.

Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6

From: Wilcox, Jahan
Sent: Friday, August 11, 2017 4:04 PM
To: Hull, George <Hull.George@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Update on Definers

George –

I know you are on vacation (or out of the office) so no need to respond but where are we on Definers doing all of our clips? Hope you have a great weekend.

Jahan Wilcox
EPA
Strategic Communications Advisor
Work Cell: **Personal Phone / Ex. 6**
Work Email: wilcox.jahan@epa.gov

Message

From: Saunders, Tamika [saunders.tamika@epa.gov]
Sent: 2/8/2018 1:06:36 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]
CC: Quarles, Michael [Quarles.Michael@epa.gov]; Group DDC-Customer [DDC-Customer@epa.gov]
Subject: PR-OA-18-00016/Award - EP-18-H-000019
Attachments: PO_EP-18-H-000019.pdf

Nancy:

Your PR has been awarded. Attached is the award for Go Big Media, Inc. Feel free to reach out to the vendor if you need to finalize anything. Have a great day.

Best Regards,
Tamika Saunders
Contract Specialist
U.S. Environmental Protection Agency
Office of Acquisition Management
Headquarters Procurement Operations Division (HPOD)
Tel: 202.564.3449
Saunders.Tamika@epa.gov

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/02/2018		2. CONTRACT NO. (If any)		6. SHIP TO: a. NAME OF CONSIGNEE HPOD	
3. ORDER NO. EP-18-H-000019		4. REQUISITION/REFERENCE NO. PR-OA-18-00016		b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		c. CITY Washington		d. STATE DC	e. ZIP CODE 20460
7. TO: Elliot Fuchs		f. SHIP VIA			
a. NAME OF CONTRACTOR Go Big Media, Inc.		8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
b. COMPANY NAME		<input type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
c. STREET ADDRESS 44 Canal Center Plz Suite 315					
d. CITY Alexandra		e. STATE VA	f. ZIP CODE 22314		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE HPOD			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 7 Days After Award	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 090170522 ***** Go Big Media - Design, Graphics and Production services Program POC: Nancy Grantham - (202) 564-6879 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center		\$6,500.00				17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts		\$6,500.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				

22. UNITED STATES OF

02/02/2018

AMERICA BY (Signature)

23. NAME (Typed)

Keith Stewart

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
02/02/2018

CONTRACT NO.

ORDER NO.

EP-18-H-000019

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Contract Specialist: Tamika Saunders saunders.tamika@epa.gov ***** Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Design, graphics, production and edits of the EPA End of Year Report - assemble pictures, both for background and as featured content and design graphics associated with facts and figures in order to break up text and make report more readable. Preliminary outline to be approved by EPA staff and any and all edits upon completion of first draft of the report.</p> <p>Accounting Info: 18-19-B-11H-000ME8-2504-1811H81009-001 BFY: 18 EFY: 19 Fund: B Budget Org: 11H Program (PRC): 000ME8 Budget (BOC): 2504 DCN - Line ID: 1811H81009-001 Funding Flag: Complete Funded: \$6,500.00 INVOICES - RTP FINANCE</p> <p>Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted to the address specified in block 18a of this order. OR Invoices shall be submitted via e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email: SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf Continued ...</p>				6,500.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$6,500.00	

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Prescribed by GSA FAR (48 CFR) 53.213(f)

ED_002282A_00003329-00002

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
02/02/2018

CONTRACT NO.

ORDER NO.

EP-18-H-000019

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616.</p> <p>The FedEx/Commercial Courier address for invoices: US EPA, RTP-Finance (Mail Drop D143-02) 4930 Page Road Durham, NC 27703</p> <p>TAX The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.</p> <p>The total amount of award: \$6,500.00. The obligation for this award is shown in box 17(i).</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

ED_002282A_00003329-00003

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SECTION 1 - Clauses

1-1 Clauses

Clause List

1-2 FAR 52.204-19 INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS. (DEC 2014)

1-3 FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS. (JAN 2017)

1-4 FAR 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS - COMMERCIAL ITEMS. (NOV 2017)

[] (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

[] (2) 52.203-13, Contractor Code of Business Ethics and Conduct (OCT 2015) (41 U.S.C. 3509).

[] (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

[] (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2016) (Pub. L. 109-282) (31 U.S.C. 6101 note).

(5) (Reserved)

[] (6) 52.204-14, Service Contract Reporting Requirements (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

[] (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

[] (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (OCT 2015) (31 U.S.C. 6101 note).

[] (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013) (41 U.S.C. 2313).

[] (10) (Reserved)

[] (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

[] (ii) Alternate I (NOV 2011) of 52.219-3.

[] (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

[] (ii) Alternate I (JAN 2011) of 52.219-4.

[] (13) (Reserved)

[] (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

[] (ii) Alternate I (NOV 2011).

- ☐ (iii) Alternate II (NOV 2011).
- ☐ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).
- ☐ (ii) Alternate I (OCT 1995) of 52.219-7.
- ☐ (iii) Alternate II (MAR 2004) of 52.219-7.
- ☐ (16) 52.219-8, Utilization of Small Business Concerns (NOV 2016) (15 U.S.C. 637(d)(2) and (3)).
- ☐ (17)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2017) (15 U.S.C. 637(d)(4)).
- ☐ (ii) Alternate I (NOV 2016) of 52.219-9.
- ☐ (iii) Alternate II (NOV 2016) of 52.219-9.
- ☐ (iv) Alternate III (NOV 2016) of 52.219-9.
- ☐ (v) Alternate IV (NOV 2016) of 52.219-9.
- ☒ (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).
- ☐ (19) 52.219-14, Limitations on Subcontracting (JAN 2017) (15 U.S.C. 637(a)(14)).
- ☐ (20) 52.219-16, Liquidated Damages-Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ☐ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).
- ☐ (22) 52.219-28, Post Award Small Business Program Rerepresentation (JUL 2013) (15 U.S.C. 632(a)(2)).
- ☐ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (DEC 2015) (15 U.S.C. 637(m)).
- ☐ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (DEC 2015) (15 U.S.C. 637(m)).
- ☒ (25) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).
- ☒ (26) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (OCT 2016) (E.O. 13126).
- ☐ (27) 52.222-21, Prohibition of Segregated Facilities (APR 2015).
- ☐ (28) 52.222-26, Equal Opportunity (SEP 2016) (E.O. 11246).
- ☐ (29) 52.222-35, Equal Opportunity for Veterans (OCT 2015) (38 U.S.C. 4212).
- ☐ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (JUL 2014) (29 U.S.C. 793).
- ☐ (31) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).
- ☐ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

[] (33)(i) 52.222-50, Combating Trafficking in Persons (MAR 2015) (22 U.S.C. chapter 78 and E.O. 13627).

[] (ii) *Alternate I* (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

[] (34) 52.222-54, Employment Eligibility Verification (OCT 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

[] (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

[] (ii) *Alternate I* (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

[] (36) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (JUN 2016) (E.O. 13693).

[] (37) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (JUN 2016) (E.O. 13693).

[] (38)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).

[] (ii) *Alternate I* (OCT 2015) of 52.223-13.

[] (39)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).

(ii) *Alternate I* (JUN 2014) of 52.223-14.

[] (40) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

[] (41)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

[] (ii) *Alternate I* (JUN 2014) of 52.223-16.

[] (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)

[] (43) 52.223-20, Aerosols (JUN 2016) (E.O. 13693).

[] (44) 52.223-21, Foams (JUN 2016) (E.O. 13693).

[] (45)(i) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

[] (ii) *Alternate I* (JAN 2017) of 52.224-3.

[] (46) 52.225-1, Buy American-Supplies (MAY 2014) (41 U.S.C. chapter 83).

[] (47)(i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (MAY 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

[] (ii) *Alternate I* (MAY 2014) of 52.225-3.

☐ (iii) Alternate II (MAY 2014) of 52.225-3.

☐ (iv) Alternate III (MAY 2014) of 52.225-3.

☐ (48) 52.225-5, Trade Agreements (OCT 2016) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

☐ (49) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

☐ (50) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

☐ (51) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150).

☐ (52) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).

☐ (53) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

☐ (54) 52.232-30, Installment Payments for Commercial Items (JAN 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

☒ (55) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (JUL 2013) (31 U.S.C. 3332).

☐ (56) 52.232-34, Payment by Electronic Funds Transfer - Other than System for Award Management (JUL 2013) (31 U.S.C. 3332).

☐ (57) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

☐ (58) 52.242-5, Payments to Small Business Subcontractors (JAN 2017)(15 U.S.C. 637(d)(12)).

☐ (59)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

☐ (ii) Alternate I (APR 2003) of 52.247-64.

☐ (1) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495).

☐ (2) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

☐ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (MAY 2014) (41 U.S.C. chapter 67).

[] (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (MAY 2014) (41 U.S.C. chapter 67).

[] (8) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015).

[] (9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

[] (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).

[] (11) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)).

(xii) [] (A) 52.222-50, Combating Trafficking in Persons (MAR 2015) (22 U.S.C. chapter 78 and E.O. 13627).

[] (B) Alternate I (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

1-5 FAR 52.222-3 CONVICT LABOR. (JUN 2003)

1-6 FAR 52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES. (JUN 2008)

1-7 FAR 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT. (JUL 2013)

1-8 FAR 52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM. (OCT 2004)

1-9 FAR 52.243-1 CHANGES - FIXED-PRICE. (AUG 1987)

1-10 FAR 52.219-13 NOTICE OF SET-ASIDE OF ORDERS. (NOV 2011)

The Contracting Officer will give notice of the order or orders, if any, to be set aside for small business concerns identified in 19.000(a)(3) and the applicable small business program. This notice, and its restrictions, will apply only to the specific orders that have been set aside for any of the small business concerns identified in 19.000(a)(3).

(End of clause)

1-11 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <https://www.acquisition.gov/>

(End of clause)

1-12 EPAAR 1552.232-74 PAYMENTS-SIMPLIFIED ACQUISITION PROCEDURES FINANCING. (JUN 2006)

Simplified acquisition procedures financing in the form of advanced (upon delivery of supply/performance of service) payment(s) will be provided under this commercial item order in accordance with the payment schedule below. If both advance and interim payments are to be made, the payment schedule shown below will specify the type of payment provided for each line item.

The Government shall pay the contractor as follows upon the submission of invoices or vouchers approved by the Contracting Officer's Representative: In full upon delivery of supply/initiation of service..

Message

From: Saunders, Tamika [saunders.tamika@epa.gov]
Sent: 2/7/2018 5:14:23 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Emerson, Michael [Emerson.Michael@epa.gov]; Quarles, Michael [Quarles.Michael@epa.gov]
Subject: Re: EAS Document Notification: For your reference: Award: EP-18-H-000019
Attachments: PO_EP-18-H-000019.pdf

Please see attached award. I will forward Elliot a copy as well.

From: Grantham, Nancy
Sent: Wednesday, February 7, 2018 8:22 AM
To: Saunders, Tamika; Emerson, Michael; Quarles, Michael
Subject: RE: EAS Document Notification: For your reference: Award: EP-18-H-000019

Thanks much

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6 (mobile)

From: Saunders, Tamika
Sent: Wednesday, February 07, 2018 8:19 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Emerson, Michael <Emerson.Michael@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>
Subject: Re: EAS Document Notification: For your reference: Award: EP-18-H-000019

As soon as this is released in EAS today, I will forward award to your office and Elliott.

-Tamika

From: Grantham, Nancy
Sent: Monday, February 5, 2018 12:33 PM
To: Emerson, Michael; Quarles, Michael
Cc: Saunders, Tamika
Subject: RE: EAS Document Notification: For your reference: Award: EP-18-H-000019

Thanks much

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6 (mobile)

-----Original Message-----
From: Emerson, Michael

Sent: Monday, February 05, 2018 12:31 PM

To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>

Cc: Saunders, Tamika <saunders.tamika@epa.gov>

Subject: FW: EAS Document Notification: For your reference: Award: EP-18-H-000019

Good day all,

Your PO (EP-18-H-000019) has been awarded. I will have a signed copy for you first thing tomorrow morning.

Thanks in advance.

Michael S. Emerson
Contract Specialist
U.S. Environmental Protection Agency
Office of Acquisitions Management
Immediate Office
Office: (202) 564-2704
<http://www.epa.gov>

US EPA

www.epa.gov

United States Environmental Protection Agency

-----Original Message-----

From: EAS.System@epamail.epa.gov [mailto:EAS.System@epamail.epa.gov]

Sent: Monday, February 05, 2018 9:46 AM

To: Emerson, Michael <Emerson.Michael@epa.gov>

Subject: EAS Document Notification: For your reference: Award: EP-18-H-000019

Award: EP-18-H-000019 has been approved by in EAS.

You may access the document at <https://eas.epa.gov/>

Description: Design, graphics, production and edits of the EPA End of Year Report

Owner: Tamika Saunders

Requisitioner: Wanda Loving

Buyer: Tamika Saunders

Contracting Officer: Keith Stewart

Site: HPOD/NPCSC

Originating Office: HPOD

Issuing Office: HPOD

Admin Office: HPOD

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/02/2018		2. CONTRACT NO. (If any)		6. SHIP TO: a. NAME OF CONSIGNEE HPOD	
3. ORDER NO. EP-18-H-000019		4. REQUISITION/REFERENCE NO. PR-OA-18-00016		b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		c. CITY Washington		d. STATE DC	e. ZIP CODE 20460
7. TO: Elliot Fuchs		f. SHIP VIA			
a. NAME OF CONTRACTOR Go Big Media, Inc.		8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
b. COMPANY NAME		<input type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
c. STREET ADDRESS 44 Canal Center Plz Suite 315					
d. CITY Alexandra	e. STATE VA	f. ZIP CODE 22314			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE HPOD			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination

13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 7 Days After Award	16. DISCOUNT TERMS
--	--	------------------------------	------------------------	--	--------------------

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 090170522 ***** Go Big Media - Design, Graphics and Production services Program POC: Nancy Grantham - (202) 564-6879 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center		\$6,500.00				17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts		\$6,500.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				

22. UNITED STATES OF

AMERICA BY (Signature)

02/02/2018

ELECTRONIC
SIGNATURE

23. NAME (Typed)

Keith Stewart

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/02/2018	CONTRACT NO.	ORDER NO. EP-18-H-000019
-----------------------------	--------------	-----------------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Contract Specialist: Tamika Saunders saunders.tamika@epa.gov ***** Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Design, graphics, production and edits of the EPA End of Year Report - assemble pictures, both for background and as featured content and design graphics associated with facts and figures in order to break up text and make report more readable. Preliminary outline to be approved by EPA staff and any and all edits upon completion of first draft of the report.</p> <p>Accounting Info: 18-19-B-11H-000ME8-2504-1811H81009-001 BFY: 18 EFY: 19 Fund: B Budget Org: 11H Program (PRC): 000ME8 Budget (BOC): 2504 DCN - Line ID: 1811H81009-001 Funding Flag: Complete Funded: \$6,500.00 INVOICES - RTP FINANCE</p> <p>Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted to the address specified in block 18a of this order. OR Invoices shall be submitted via e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email: SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf Continued ...</p>				6,500.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$6,500.00	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
02/02/2018

CONTRACT NO.

ORDER NO.

EP-18-H-000019

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616.</p> <p>The FedEx/Commercial Courier address for invoices: US EPA, RTP-Finance (Mail Drop D143-02) 4930 Page Road Durham, NC 27703</p> <p>TAX The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.</p> <p>The total amount of award: \$6,500.00. The obligation for this award is shown in box 17(i).</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

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OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

ED_002282A_00003337-00003

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SECTION 1 - Clauses

1-1 Clauses

Clause List

1-2 FAR 52.204-19 INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS. (DEC 2014)

1-3 FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS. (JAN 2017)

1-4 FAR 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS - COMMERCIAL ITEMS. (NOV 2017)

☐ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

☐ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (OCT 2015) (41 U.S.C. 3509).

☐ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

☐ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2016) (Pub. L. 109-282) (31 U.S.C. 6101 note).

(5) (Reserved)

☐ (6) 52.204-14, Service Contract Reporting Requirements (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

☐ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

☐ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (OCT 2015) (31 U.S.C. 6101 note).

☐ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013) (41 U.S.C. 2313).

☐ (10) (Reserved)

☐ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

☐ (ii) Alternate I (NOV 2011) of 52.219-3.

☐ (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

☐ (ii) Alternate I (JAN 2011) of 52.219-4.

☐ (13) (Reserved)

☐ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

☐ (ii) Alternate I (NOV 2011).

[] (iii) Alternate II (NOV 2011).

[] (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).

[] (ii) Alternate I (OCT 1995) of 52.219-7.

[] (iii) Alternate II (MAR 2004) of 52.219-7.

[] (16) 52.219-8, Utilization of Small Business Concerns (NOV 2016) (15 U.S.C. 637(d)(2) and (3)).

[] (17)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2017) (15 U.S.C. 637(d)(4)).

[] (ii) Alternate I (NOV 2016) of 52.219-9.

[] (iii) Alternate II (NOV 2016) of 52.219-9.

[] (iv) Alternate III (NOV 2016) of 52.219-9.

[] (v) Alternate IV (NOV 2016) of 52.219-9.

[X] (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).

[] (19) 52.219-14, Limitations on Subcontracting (JAN 2017) (15 U.S.C. 637(a)(14)).

[] (20) 52.219-16, Liquidated Damages-Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

[] (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).

[] (22) 52.219-28, Post Award Small Business Program Rerepresentation (JUL 2013) (15 U.S.C. 632(a)(2)).

[] (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (DEC 2015) (15 U.S.C. 637(m)).

[] (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (DEC 2015) (15 U.S.C. 637(m)).

[X] (25) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).

[X] (26) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (OCT 2016) (E.O. 13126).

[] (27) 52.222-21, Prohibition of Segregated Facilities (APR 2015).

[] (28) 52.222-26, Equal Opportunity (SEP 2016) (E.O. 11246).

[] (29) 52.222-35, Equal Opportunity for Veterans (OCT 2015) (38 U.S.C. 4212).

[] (30) 52.222-36, Equal Opportunity for Workers with Disabilities (JUL 2014) (29 U.S.C. 793).

[] (31) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).

[] (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

[] (33)(i) 52.222-50, Combating Trafficking in Persons (MAR 2015) (22 U.S.C. chapter 78 and E.O. 13627).

[] (ii) *Alternate I* (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

[] (34) 52.222-54, Employment Eligibility Verification (OCT 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

[] (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

[] (ii) *Alternate I* (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

[] (36) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (JUN 2016) (E.O. 13693).

[] (37) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (JUN 2016) (E.O. 13693).

[] (38)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).

[] (ii) *Alternate I* (OCT 2015) of 52.223-13.

[] (39)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).

(ii) *Alternate I* (JUN 2014) of 52.223-14.

[] (40) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

[] (41)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

[] (ii) *Alternate I* (JUN 2014) of 52.223-16.

[] (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)

[] (43) 52.223-20, Aerosols (JUN 2016) (E.O. 13693).

[] (44) 52.223-21, Foams (JUN 2016) (E.O. 13693).

[] (45)(i) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

[] (ii) *Alternate I* (JAN 2017) of 52.224-3.

[] (46) 52.225-1, Buy American-Supplies (MAY 2014) (41 U.S.C. chapter 83).

[] (47)(i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (MAY 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

[] (ii) *Alternate I* (MAY 2014) of 52.225-3.

☐ (iii) Alternate II (MAY 2014) of 52.225-3.

☐ (iv) Alternate III (MAY 2014) of 52.225-3.

☐ (48) 52.225-5, Trade Agreements (OCT 2016) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

☐ (49) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

☐ (50) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

☐ (51) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150).

☐ (52) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).

☐ (53) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

☐ (54) 52.232-30, Installment Payments for Commercial Items (JAN 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

☒ (55) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (JUL 2013) (31 U.S.C. 3332).

☐ (56) 52.232-34, Payment by Electronic Funds Transfer - Other than System for Award Management (JUL 2013) (31 U.S.C. 3332).

☐ (57) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

☐ (58) 52.242-5, Payments to Small Business Subcontractors (JAN 2017)(15 U.S.C. 637(d)(12)).

☐ (59)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

☐ (ii) Alternate I (APR 2003) of 52.247-64.

☐ (1) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495).

☐ (2) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

☐ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (MAY 2014) (41 U.S.C. chapter 67).

[] (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (MAY 2014) (41 U.S.C. chapter 67).

[] (8) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015).

[] (9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

[] (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).

[] (11) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)).

(xii) [] (A) 52.222-50, Combating Trafficking in Persons (MAR 2015) (22 U.S.C. chapter 78 and E.O. 13627).

[] (B) Alternate I (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

1-5 FAR 52.222-3 CONVICT LABOR. (JUN 2003)

1-6 FAR 52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES. (JUN 2008)

1-7 FAR 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT. (JUL 2013)

1-8 FAR 52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM. (OCT 2004)

1-9 FAR 52.243-1 CHANGES - FIXED-PRICE. (AUG 1987)

1-10 FAR 52.219-13 NOTICE OF SET-ASIDE OF ORDERS. (NOV 2011)

The Contracting Officer will give notice of the order or orders, if any, to be set aside for small business concerns identified in 19.000(a)(3) and the applicable small business program. This notice, and its restrictions, will apply only to the specific orders that have been set aside for any of the small business concerns identified in 19.000(a)(3).

(End of clause)

1-11 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <https://www.acquisition.gov/>

(End of clause)

1-12 EPAAR 1552.232-74 PAYMENTS-SIMPLIFIED ACQUISITION PROCEDURES FINANCING. (JUN 2006)

Simplified acquisition procedures financing in the form of advanced (upon delivery of supply/performance of service) payment(s) will be provided under this commercial item order in accordance with the payment schedule below. If both advance and interim payments are to be made, the payment schedule shown below will specify the type of payment provided for each line item.

The Government shall pay the contractor as follows upon the submission of invoices or vouchers approved by the Contracting Officer's Representative: In full upon delivery of supply/initiation of service..

Message

From: Emerson, Michael [Emerson.Michael@epa.gov]
Sent: 2/5/2018 5:31:25 PM
To: Grantham, Nancy [Grantham.Nancy@epa.gov]; Quarles, Michael [Quarles.Michael@epa.gov]
CC: Saunders, Tamika [saunders.tamika@epa.gov]
Subject: FW: EAS Document Notification: For your reference: Award: EP-18-H-000019

Good day all,

Your PO (EP-18-H-000019) has been awarded. I will have a signed copy for you first thing tomorrow morning.

Thanks in advance.

Michael S. Emerson
Contract Specialist
U.S. Environmental Protection Agency
Office of Acquisitions Management
Immediate Office
Office: (202) 564-2704
<http://www.epa.gov>

-----Original Message-----

From: EAS.System@epamail.epa.gov [mailto:EAS.System@epamail.epa.gov]
Sent: Monday, February 05, 2018 9:46 AM
To: Emerson, Michael <Emerson.Michael@epa.gov>
Subject: EAS Document Notification: For your reference: Award: EP-18-H-000019

Award: EP-18-H-000019 has been approved by in EAS.
You may access the document at <https://eas.epa.gov/>
Description: Design, graphics, production and edits of the EPA End of Year Report
Owner: Tamika Saunders
Requisitioner: Wanda Loving
Buyer: Tamika Saunders
Contracting Officer: Keith Stewart
Site: HPOD/NPCSC
Originating Office: HPOD
Issuing Office: HPOD
Admin Office: HPOD

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 2/16/2018 10:43:59 PM
To: Saunders, Tamika [saunders.tamika@epa.gov]
CC: Quarles, Michael [Quarles.Michael@epa.gov]; RTPReceiving [RTPReceiving@epa.gov]
Subject: RE: Urgent!! Invoice Approval Required for Payment of Invoice Number 2485--AEA: B8092499825

Hi .. I also replied to a message from RTP

Yes, I certify the services/goods specified were received

Thanks

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6 (mobile)

-----Original Message-----

From: Saunders, Tamika
Sent: Friday, February 09, 2018 9:34 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Quarles, Michael <Quarles.Michael@epa.gov>; RTPReceiving <RTPReceiving@epa.gov>
Subject: FW: Urgent!! Invoice Approval Required for Payment of Invoice Number 2485--AEA: B8092499825
Importance: High

Nancy:

The vendor has already submitted their invoice. Can you please "reply all" to this email and advise either "Yes, I certify the services/goods specified were received," or "No, the services/goods were not received."

Best Regards,
Tamika Saunders
Contract Specialist
U.S. Environmental Protection Agency
Office of Acquisition Management
Headquarters Procurement Operations Division (HPOD)
Tel: 202.564.3449
Saunders.Tamika@epa.gov

-----Original Message-----

From: rtpreceiving@epa.gov [mailto:rtpreceiving@epa.gov]
Sent: Friday, February 9, 2018 9:29 AM
To: Saunders, Tamika <saunders.tamika@epa.gov>
Subject: Urgent!! Invoice Approval Required for Payment of Invoice Number 2485--AEA: B8092499825
Importance: High

Purchase Order: EP18H000019
Invoice Number: 2485 **see web link below
Vendor: Go Big Media, Inc.

RTP-FC Financial Services Branch (FSB) requests your approval (via email) for payment of this invoice. To ensure timely payment of this invoice and avoid an interest penalty (which begins to accrue if the invoice is paid after 30 days), please respond to this message with one of the following statements: "Yes, I certify the services/goods specified were received," or "No, the services/goods were not received." If the services or goods were not received or completed, disapprove the invoice and provide a brief explanation for the disapproval.

If the approval or disapproval is not received within three days, a representative from FSB will contact you again with reminder emails or telephone calls. Please provide contact information for an alternate approving official if you are out of the office. Further, the contracting officer may be contacted if there is still no response after 15 days in order to comply with the Prompt Payment Act. Note the time available to you to approve the invoice is limited. YOU DO NOT HAVE 30 DAYS TO APPROVE THE INVOICE. The approval process is just a part of the entire 30 day period for processing payment. If you have any questions, please contact our Customer Assistance at 919-541-0616. Thank you for your prompt attention to this matter!

https://ocfosystem1.epa.gov/public/server/apps2/forms/temp/spits_images/B8092499825.pdf

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 2/13/2018 10:55:03 PM
To: rtpreceiving@epa.gov
Subject: RE: Urgent!! Invoice Approval Required for Payment of Invoice Number 2485--DC1: B8092499825

approved

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6 (mobile)

-----Original Message-----

From: rtpreceiving@epa.gov [mailto:rtpreceiving@epa.gov]
Sent: Tuesday, February 13, 2018 5:40 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Subject: Urgent!! Invoice Approval Required for Payment of Invoice Number 2485--DC1: B8092499825
Importance: High

Purchase Order: EP18H000019
Invoice Number: 2485 **see web link below
Vendor: Go Big Media, Inc.

RTP-FC Financial Services Branch (FSB) requests your approval (via email) for payment of this invoice. To ensure timely payment of this invoice and avoid an interest penalty (which begins to accrue if the invoice is paid after 30 days), please respond to this message with one of the following statements: "Yes, I certify the services/goods specified were received," or "No, the services/goods were not received." If the services or goods were not received or completed, disapprove the invoice and provide a brief explanation for the disapproval.

If the approval or disapproval is not received within three days, a representative from FSB will contact you again with reminder emails or telephone calls. Please provide contact information for an alternate approving official if you are out of the office. Further, the contracting officer may be contacted if there is still no response after 15 days in order to comply with the Prompt Payment Act. Note the time available to you to approve the invoice is limited. YOU DO NOT HAVE 30 DAYS TO APPROVE THE INVOICE. The approval process is just a part of the entire 30 day period for processing payment. If you have any questions, please contact our Customer Assistance at 919-541-0616. Thank you for your prompt attention to this matter!

* * GOOD AFTERNOON! This invoice is 7 days old today. Please take a moment to let me know if it can be paid OR if it needs to be returned for some reason. If you need to speak with me, I'm @ 919-541-3744 until 5:30 pm EST. Thank you, Debbie

https://ocfssystem1.epa.gov/public/server/apps2/forms/temp/spits_images/B8092499825.pdf

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 2/7/2018 1:22:49 PM
To: Saunders, Tamika [saunders.tamika@epa.gov]; Emerson, Michael [Emerson.Michael@epa.gov]; Quarles, Michael [Quarles.Michael@epa.gov]
Subject: RE: EAS Document Notification: For your reference: Award: EP-18-H-000019

Thanks much

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6 (mobile)

From: Saunders, Tamika
Sent: Wednesday, February 07, 2018 8:19 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Emerson, Michael <Emerson.Michael@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>
Subject: Re: EAS Document Notification: For your reference: Award: EP-18-H-000019

As soon as this is released in EAS today, I will forward award to your office and Elliott.

-Tamika

From: Grantham, Nancy
Sent: Monday, February 5, 2018 12:33 PM
To: Emerson, Michael; Quarles, Michael
Cc: Saunders, Tamika
Subject: RE: EAS Document Notification: For your reference: Award: EP-18-H-000019

Thanks much

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6 (mobile)

-----Original Message-----

From: Emerson, Michael
Sent: Monday, February 05, 2018 12:31 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>
Cc: Saunders, Tamika <saunders.tamika@epa.gov>
Subject: FW: EAS Document Notification: For your reference: Award: EP-18-H-000019

Good day all,

Your PO (EP-18-H-000019) has been awarded. I will have a signed copy for you first thing tomorrow morning.

Thanks in advance.

Michael S. Emerson
Contract Specialist
U.S. Environmental Protection Agency
Office of Acquisitions Management
Immediate Office
Office: (202) 564-2704
<http://www.epa.gov>

US EPA

www.epa.gov

United States Environmental Protection Agency

-----Original Message-----

From: EAS.System@epamail.epa.gov [<mailto:EAS.System@epamail.epa.gov>]
Sent: Monday, February 05, 2018 9:46 AM
To: Emerson, Michael <Emerson.Michael@epa.gov>
Subject: EAS Document Notification: For your reference: Award: EP-18-H-000019

Award: EP-18-H-000019 has been approved by in EAS.
You may access the document at <https://eas.epa.gov/>
Description: Design, graphics, production and edits of the EPA End of Year Report
Owner: Tamika Saunders
Requisitioner: Wanda Loving
Buyer: Tamika Saunders
Contracting Officer: Keith Stewart
Site: HPOD/NPCSC
Originating Office: HPOD
Issuing Office: HPOD
Admin Office: HPOD

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 2/12/2018 3:32:48 PM
To: Saunders, Tamika [saunders.tamika@epa.gov]
CC: Quarles, Michael [Quarles.Michael@epa.gov]; RTPReceiving [RTPReceiving@epa.gov]
Subject: RE: Urgent!! Invoice Approval Required for Payment of Invoice Number 2485--AEA: B8092499825

Will do

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6 (mobile)

-----Original Message-----

From: Saunders, Tamika
Sent: Friday, February 09, 2018 9:34 AM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>
Cc: Quarles, Michael <Quarles.Michael@epa.gov>; RTPReceiving <RTPReceiving@epa.gov>
Subject: FW: Urgent!! Invoice Approval Required for Payment of Invoice Number 2485--AEA: B8092499825
Importance: High

Nancy:

The vendor has already submitted their invoice. Can you please "reply all" to this email and advise either "Yes, I certify the services/goods specified were received," or "No, the services/goods were not received."

Best Regards,
Tamika Saunders
Contract Specialist
U.S. Environmental Protection Agency
Office of Acquisition Management
Headquarters Procurement Operations Division (HPOD)
Tel: 202.564.3449
Saunders.Tamika@epa.gov

-----Original Message-----

From: rtpreceiving@epa.gov [mailto:rtpreceiving@epa.gov]
Sent: Friday, February 9, 2018 9:29 AM
To: Saunders, Tamika <saunders.tamika@epa.gov>
Subject: Urgent!! Invoice Approval Required for Payment of Invoice Number 2485--AEA: B8092499825
Importance: High

Purchase Order: EP18H000019
Invoice Number: 2485 **see web link below
Vendor: Go Big Media, Inc.

RTP-FC Financial Services Branch (FSB) requests your approval (via email) for payment of this invoice. To ensure timely payment of this invoice and avoid an interest penalty (which begins to accrue if the invoice is paid after 30 days), please respond to this message with one of the following statements: "Yes, I certify the services/goods specified were received," or "No, the services/goods were not received." If the services or goods were not received or completed, disapprove the invoice and provide a brief explanation for the disapproval.

If the approval or disapproval is not received within three days, a representative from FSB will contact you again with reminder emails or telephone calls. Please provide contact information for an alternate approving official if you are out of the office. Further, the contracting officer may be contacted if there is still no response after 15 days in order to comply with the Prompt Payment Act. Note the time available to you to approve the invoice is limited. YOU DO NOT HAVE 30 DAYS TO APPROVE THE INVOICE. The approval process is just a part of the entire 30 day period for processing payment. If you have any questions, please contact our Customer Assistance at 919-541-0616. Thank you for your prompt attention to this matter!

https://ocfosystem1.epa.gov/public/server/apps2/forms/temp/spits_images/B8092499825.pdf

ED_002282A_00003480-00001

Message

From: Grantham, Nancy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=12A3C2ED7158417FB0BB1B1B72A8CFB0-GRANTHAM, NANCY]
Sent: 2/5/2018 5:33:48 PM
To: Emerson, Michael [Emerson.Michael@epa.gov]; Quarles, Michael [Quarles.Michael@epa.gov]
CC: Saunders, Tamika [saunders.tamika@epa.gov]
Subject: RE: EAS Document Notification: For your reference: Award: EP-18-H-000019

Thanks much

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
Personal Phone / Ex. 6 (mobile)

-----Original Message-----

From: Emerson, Michael
Sent: Monday, February 05, 2018 12:31 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>
Cc: Saunders, Tamika <saunders.tamika@epa.gov>
Subject: FW: EAS Document Notification: For your reference: Award: EP-18-H-000019

Good day all,

Your PO (EP-18-H-000019) has been awarded. I will have a signed copy for you first thing tomorrow morning.

Thanks in advance.

Michael S. Emerson
Contract Specialist
U.S. Environmental Protection Agency
Office of Acquisitions Management
Immediate Office
Office: (202) 564-2704
<http://www.epa.gov>

-----Original Message-----

From: EAS.System@epamail.epa.gov [mailto:EAS.System@epamail.epa.gov]
Sent: Monday, February 05, 2018 9:46 AM
To: Emerson, Michael <Emerson.Michael@epa.gov>
Subject: EAS Document Notification: For your reference: Award: EP-18-H-000019

Award: EP-18-H-000019 has been approved by in EAS.
You may access the document at <https://eas.epa.gov/>
Description: Design, graphics, production and edits of the EPA End of Year Report
Owner: Tamika Saunders
Requisitioner: Wanda Loving
Buyer: Tamika Saunders
Contracting Officer: Keith Stewart
Site: HPOD/NPCSC
Originating Office: HPOD
Issuing Office: HPOD
Admin Office: HPOD

Message

From: Grantham, Nancy [Grantham.Nancy@epa.gov]
Sent: 8/14/2017 8:44:56 PM
To: Hull, George [Hull.George@epa.gov]; Wilcox, Jahan [wilcox.jahan@epa.gov]
CC: Bowman, Liz [Bowman.Liz@epa.gov]
Subject: RE: Update on Definers

Thanks

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
(mobile)
Personal Phone / Ex. 6

From: Hull, George
Sent: Monday, August 14, 2017 4:43 PM
To: Grantham, Nancy <Grantham.Nancy@epa.gov>; Wilcox, Jahan <wilcox.jahan@epa.gov>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Update on Definers

Here is an update from my end. Julia Valentine and I continued to work with the contracts officers on moving this forward last week. Contracts had raised several questions we resolved. Definers will need to be on a list of approved contractors for EPA to award the contract. I'm working with them to get them the information on how to get on that list. I'm also working with contracts to address any questions contracts has about the sole source justification for this contract. I will keep you updated as we move forward. - George

From: Grantham, Nancy
Sent: Friday, August 11, 2017 4:10 PM
To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Hull, George <Hull.George@epa.gov>
Cc: Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Update on Definers

I have been told by contracts that this is slated to be awarded on September 19 – will check in with George on Monday regarding a remaining issue.

Thanks ng

Nancy Grantham
Office of Public Affairs
US Environmental Protection Agency
202-564-6879 (desk)
(mobile)
Personal Phone / Ex. 6

From: Wilcox, Jahan
Sent: Friday, August 11, 2017 4:04 PM
To: Hull, George <Hull.George@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: Update on Definers

George –

I know you are on vacation (or out of the office) so no need to respond but where are we on Definers doing all of our clips? Hope you have a great weekend.

Jahan Wilcox

EPA

Strategic Communications Advisor

Work Cell: **Personal Phone / Ex. 6**

Work Email: wilcox.jahan@epa.gov

Compass Data
Warehouse

Document Review

Compass Document: ME EP18H000019

06/05/2018 10:33:18
Welcome**Document Summary:** [General Ledger Entries](#)

Doc Type: ME

Doc No: EP18H000019

Order Date: 02/05/18

Closed Date: 02/14/18

Servicing Finance Office: RTPFC

Order Amount: \$6,500.00

Net Paid Amount: \$6,500.00

Closed Amount: \$6,500.00

Available Amount: \$0.00

Vendor Code: MISC * Vendor: GO BIG MEDIA, INC.

Vendor Legal Name: GO BIG MEDIA, INC.

Description:

Extended Description:

Design, grap

Document Details: [Expand](#)

Line#	Line Amt	Expended Amt	Closed Amt	Refunded Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Descr
1	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	\$0.00	20182019	B	11H	000ME8	n/a	2504		RE1811H81009	Go Big Media, I

Document Activity:[Warehouse Homepage](#)[EPA@Work Home](#) | [EPA Internet](#)https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms_doc.resolve

This web page was last updated on 09/14/2017.

For issues, please contact: The OCFO Sytem Help Desk - OCFO-System-Help@epa.gov or (202) 564-OCFO (6236)

Compass Data
Warehouse

Document Review

Compass Document: ME EP18H000019

06/05/2018 10:33:36
Welcome**Document Summary:** [General Ledger Entries](#)

Doc Type: ME

Doc No: EP18H000019

Order Date: 02/05/18

Closed Date: 02/14/18

Servicing Finance Office: RTPFC

Order Amount: \$6,500.00

Net Paid Amount: \$6,500.00

Closed Amount: \$6,500.00

Available Amount: \$0.00

Vendor Code: MISC * Vendor: GO BIG MEDIA, INC.

Vendor Legal Name: GO BIG MEDIA, INC.

Description:

Extended Description:

Design, grap

Document Details: [Condense](#)

Line#	Line Amt	Expended Amt	Closed Amt	Refunded Amt	Available Amt	BFY	Fund	Treasury	Fund Desc	Org	Organiz
1	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	\$0.00	20182019	B	6818/190108	ENVIRON PROGRAM & MANAGEMENT	11H	OFFICE

Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	Ref Amount	Related Document
03/01/2018	\$6,500.00	SPV B8092499825	Forward						
02/05/2018	\$6,500.00	RE 1811H81009	Back						

[Warehouse Homepage](#)[EPA@Work Home](#) | [EPA Internet](#)https://V1742TRTAY006.RTP.EPA.GOV/neis/ifms_doc.resolve

This web page was last updated on 09/14/2017.

For issues, please contact: The OCFO Sytem Help Desk - OCFO-System-Help@epa.gov or (202) 564-OCFO (6236)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 02/02/2018		2. CONTRACT NO. (If any)		6. SHIP TO: a. NAME OF CONSIGNEE HPOD	
3. ORDER NO. EP-18-H-000019		4. REQUISITION/REFERENCE NO. PR-OA-18-00016			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: Elliot Fuchs				f. SHIP VIA	
a. NAME OF CONTRACTOR Go Big Media, Inc.				8. TYPE OF ORDER	
b. COMPANY NAME				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 44 Canal Center Plz Suite 315				<input type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Alexandra		e. STATE VA		f. ZIP CODE 22314	

9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination

13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 7 Days After Award	16. DISCOUNT TERMS
--	--	------------------------------	------------------------	--	--------------------

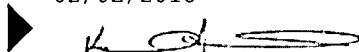
17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 090170522 ***** Go Big Media - Design, Graphics and Production services Program POC: Nancy Grantham - (202) 564-6879 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:							
	a. NAME RTP Finance Center						\$6,500.00	
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$6,500.00	
c. CITY Durham						d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

02/02/2018



ELECTRONIC SIGNATURE

23. NAME (Typed)
Keith Stewart
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
02/02/2018

CONTRACT NO.

ORDER NO.

EP-18-H-000019

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Contract Specialist: Tamika Saunders saunders.tamika@epa.gov ***** Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Design, graphics, production and edits of the EPA End of Year Report - assemble pictures, both for background and as featured content and design graphics associated with facts and figures in order to break up text and make report more readable. Preliminary outline to be approved by EPA staff and any and all edits upon completion of first draft of the report.</p> <p>Accounting Info: 18-19-B-11H-000ME8-2504-1811H81009-001 BFY: 18 EFY: 19 Fund: B Budget Org: 11H Program (PRC): 000ME8 Budget (BOC): 2504 DCN - Line ID: 1811H81009-001 Funding Flag: Complete Funded: \$6,500.00 INVOICES - RTP FINANCE</p> <p>Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted to the address specified in block 18a of this order. OR Invoices shall be submitted via e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email: SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf Continued ...</p>				6,500.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$6,500.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
02/02/2018

CONTRACT NO.

ORDER NO.

EP-18-H-000019

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616.</p> <p>The FedEx/Commercial Courier address for invoices: US EPA, RTP-Finance (Mail Drop D143-02) 4930 Page Road Durham, NC 27703</p> <p>TAX The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.</p> <p>The total amount of award: \$6,500.00. The obligation for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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1-12 EPAAR 1552.232-74 PAYMENTS-SIMPLIFIED ACQUISITION PROCEDURES FINANCING. (JUN 2006)	9

SECTION 1 - Clauses

1-1 Clauses

Clause List

1-2 FAR 52.204-19 INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS. (DEC 2014)

1-3 FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS. (JAN 2017)

1-4 FAR 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS - COMMERCIAL ITEMS. (NOV 2017)

☐ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

☐ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (OCT 2015) (41 U.S.C. 3509).

☐ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

☐ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2016) (Pub. L. 109-282) (31 U.S.C. 6101 note).

(5) (Reserved)

☐ (6) 52.204-14, Service Contract Reporting Requirements (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

☐ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (OCT 2016) (Pub. L. 111-117, section 743 of Div. C).

☐ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (OCT 2015) (31 U.S.C. 6101 note).

☐ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013) (41 U.S.C. 2313).

☐ (10) (Reserved)

☐ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

☐ (ii) Alternate I (NOV 2011) of 52.219-3.

☐ (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

☐ (ii) Alternate I (JAN 2011) of 52.219-4.

☐ (13) (Reserved)

☐ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

☐ (ii) Alternate I (NOV 2011).

- ☐ (iii) Alternate II (NOV 2011).
- ☐ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).
- ☐ (ii) Alternate I (OCT 1995) of 52.219-7.
- ☐ (iii) Alternate II (MAR 2004) of 52.219-7.
- ☐ (16) 52.219-8, Utilization of Small Business Concerns (NOV 2016) (15 U.S.C. 637(d)(2) and (3)).
- ☐ (17)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2017) (15 U.S.C. 637(d)(4)).
- ☐ (ii) Alternate I (NOV 2016) of 52.219-9.
- ☐ (iii) Alternate II (NOV 2016) of 52.219-9.
- ☐ (iv) Alternate III (NOV 2016) of 52.219-9.
- ☐ (v) Alternate IV (NOV 2016) of 52.219-9.
- ☒ (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).
- ☐ (19) 52.219-14, Limitations on Subcontracting (JAN 2017) (15 U.S.C. 637(a)(14)).
- ☐ (20) 52.219-16, Liquidated Damages-Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ☐ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).
- ☐ (22) 52.219-28, Post Award Small Business Program Rerepresentation (JUL 2013) (15 U.S.C. 632(a)(2)).
- ☐ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (DEC 2015) (15 U.S.C. 637(m)).
- ☐ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (DEC 2015) (15 U.S.C. 637(m)).
- ☒ (25) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).
- ☒ (26) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (OCT 2016) (E.O. 13126).
- ☐ (27) 52.222-21, Prohibition of Segregated Facilities (APR 2015).
- ☐ (28) 52.222-26, Equal Opportunity (SEP 2016) (E.O. 11246).
- ☐ (29) 52.222-35, Equal Opportunity for Veterans (OCT 2015) (38 U.S.C. 4212).
- ☐ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (JUL 2014) (29 U.S.C. 793).
- ☐ (31) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).
- ☐ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

[] (33)(i) 52.222-50, Combating Trafficking in Persons (MAR 2015) (22 U.S.C. chapter 78 and E.O. 13627).

[] (ii) *Alternate I* (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

[] (34) 52.222-54, Employment Eligibility Verification (OCT 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

[] (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

[] (ii) *Alternate I* (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

[] (36) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (JUN 2016) (E.O. 13693).

[] (37) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (JUN 2016) (E.O. 13693).

[] (38)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).

[] (ii) *Alternate I* (OCT 2015) of 52.223-13.

[] (39)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).

(ii) *Alternate I* (JUN 2014) of 52.223-14.

[] (40) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

[] (41)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

[] (ii) *Alternate I* (JUN 2014) of 52.223-16.

[] (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)

[] (43) 52.223-20, Aerosols (JUN 2016) (E.O. 13693).

[] (44) 52.223-21, Foams (JUN 2016) (E.O. 13693).

[] (45)(i) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

[] (ii) *Alternate I* (JAN 2017) of 52.224-3.

[] (46) 52.225-1, Buy American-Supplies (MAY 2014) (41 U.S.C. chapter 83).

[] (47)(i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (MAY 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

[] (ii) *Alternate I* (MAY 2014) of 52.225-3.

☐ (iii) Alternate II (MAY 2014) of 52.225-3.

☐ (iv) Alternate III (MAY 2014) of 52.225-3.

☐ (48) 52.225-5, Trade Agreements (OCT 2016) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

☐ (49) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

☐ (50) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

☐ (51) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150).

☐ (52) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).

☐ (53) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

☐ (54) 52.232-30, Installment Payments for Commercial Items (JAN 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

☒ (55) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (JUL 2013) (31 U.S.C. 3332).

☐ (56) 52.232-34, Payment by Electronic Funds Transfer - Other than System for Award Management (JUL 2013) (31 U.S.C. 3332).

☐ (57) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

☐ (58) 52.242-5, Payments to Small Business Subcontractors (JAN 2017)(15 U.S.C. 637(d)(12)).

☐ (59)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

☐ (ii) Alternate I (APR 2003) of 52.247-64.

☐ (1) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495).

☐ (2) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

☐ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

☐ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (MAY 2014) (41 U.S.C. chapter 67).

[] (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (MAY 2014) (41 U.S.C. chapter 67).

[] (8) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015).

[] (9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

[] (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).

[] (11) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)).

(xii) [] (A) 52.222-50, Combating Trafficking in Persons (MAR 2015) (22 U.S.C. chapter 78 and E.O. 13627).

[] (B) Alternate I (MAR 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

1-5 FAR 52.222-3 CONVICT LABOR. (JUN 2003)

1-6 FAR 52.225-13 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES. (JUN 2008)

1-7 FAR 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD MANAGEMENT. (JUL 2013)

1-8 FAR 52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM. (OCT 2004)

1-9 FAR 52.243-1 CHANGES - FIXED-PRICE. (AUG 1987)

1-10 FAR 52.219-13 NOTICE OF SET-ASIDE OF ORDERS. (NOV 2011)

The Contracting Officer will give notice of the order or orders, if any, to be set aside for small business concerns identified in 19.000(a)(3) and the applicable small business program. This notice, and its restrictions, will apply only to the specific orders that have been set aside for any of the small business concerns identified in 19.000(a)(3).

(End of clause)

1-11 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <https://www.acquisition.gov/>

(End of clause)

1-12 EPAAR 1552.232-74 PAYMENTS-SIMPLIFIED ACQUISITION PROCEDURES FINANCING. (JUN 2006)

Simplified acquisition procedures financing in the form of advanced (upon delivery of supply/performance of service) payment(s) will be provided under this commercial item order in accordance with the payment schedule below. If both advance and interim payments are to be made, the payment schedule shown below will specify the type of payment provided for each line item.

The Government shall pay the contractor as follows upon the submission of invoices or vouchers approved by the Contracting Officer's Representative: In full upon delivery of supply/initiation of service..